

**MINUTES**  
**Information Technology**  
**Tuesday, September 1, 2020**

Minutes of the September 1, 2020 Information Technology meeting held in the Dodge County Administration Building, in Room# 1I & 1H First Floor in the Dodge County Administration Building, 127 E. Oak Street, Juneau, WI at 5:30 PM

Meeting called to order at 5:30 p.m. by Committee Chair Guckenberger

Roll Call:

Members Present: David Guckenberger (*in-person*), Kevin Burnett (*in-person*), Tim Kemmel (*in-person*), Robert Boelk (*in-person*), Donna Maly (*phone*)

Members Absent /Excused: None

Also Present: James Mielke – County Administrator (*in-person*),  
Justin Reynolds – County IT Director (*in-person*)

Public Comment: None

Previous Committee Meeting Minutes:

Motion by Kemmel, 2<sup>nd</sup> by Boelk to approve the minutes of the August 4<sup>th</sup>, 2020 Committee meeting. All in favor, motion carried.

Meeting Per Diem(s): None

Department Continuous Improvement & Recognition:

**Update: Center for Digital Government 2020 Digital Counties Survey**

Reynolds shared Dodge County was recognized as a top Digital County Government that deploys innovative services and practices. The Center for Digital Government (CDG) and the National Association of Counties (NACo) identified counties across the U.S. leveraging technology and data to better serve citizens, save taxpayer money, and protect citizen data. Dodge County was ranked 6th in the County population category of up to 150,000. The County's progress recognized included ERP financial resource management, data governance, high-availability of services, cyber security, electronic voting system, responsive website, and digital courtrooms. Reynolds shared "Dodge County is dedicated to continuously improve by learning together across all County operations to meet the needs of our citizens." Mielke offered his congratulations to the Dodge County Information Technology team, and noted "the national recognition is a testament to the efforts and hard work of the team as they continue to research and implement technology improvements to meet and support the diverse programs and services provided by Dodge County". The IT Committee shared their appreciation for the IT Department and County Departments for this National recognition.

**Recognition: Human Resources Informational Presentation Video Recording**

Reynolds shared internal appreciation by employees and leadership regarding recording the recent McGrath 2020 Employee Compensation Study Presentation. The video recording provided social distancing, viewing convenience, and consistent information across the organization.

Information Technology Procurement Committee Approval Requests

**Approval: for Purchase VoIP Voice Gateway for County Phone Service**

Reynolds requested approval to purchase a new VoIP Voice Gateway for the County Phone Service to relocate the current 2017 Voice Gateway to the backup phone service location. Boelk inquired regarding alternative price comparisons, which Reynolds shared the IT Dept. requested and specified the voice gateway to meet the County's needs with VoIP System compatibility, call volume throughput, power redundancy, and reliability from the VoIP system contractor and reseller.

**Review, Consider, Take Action: on Virtual Communication Enhancements Conference Rooms (*Routes to Recovery*)**

Reynolds requested approval to purchase up-to \$50,000 of displays, speaker phones, and video conferencing cameras to enhance County Conference Rooms, utilizing the State of Wisconsin Routes-to-Recovery funds. Reynolds shared the non-budgeted purchase of video conferencing equipment directly matches the Routes-to-Recovery 3.14 Category that reference expenditures to enable public employees to perform work duties from home, including: additional licensing costs, subscriptions, or fees; device purchases or leases; IT contractor costs; and other unbudgeted expenditures that were necessarily incurred to accommodate telework by public employees during the public health emergency. Reynolds shared the displays will promote social distancing within Conference Rooms analyzing data driven decisions, and also visually connect to remote employees over video conferencing. Reynolds shared the speaker phones and video conferencing web cameras will also promote social distancing, minimize large gatherings, and connect to remote employees over the Internet or phone.

**Review, Discuss, Take Action: on NIST Cyber Resilience & Risk Assessment (*Election Security Grant*)**

Reynolds requested approval to participate in assessments provided by Department of Homeland Security (DHS) Cybersecurity Infrastructure Security Agency (CISA) for the State of Wisconsin Election Security Grant. Reynolds shared DHS-CISA can assist Dodge County with the required Cyber Resilience Review for the Election Security Grant that follows the National Institute of Standards and Technology (NIST) cyber security standards. Reynolds shared DHS-CISA also has other related assessments and resources that may aid in Dodge Co. cyber security posture.

## Information Technology Committee Minutes

Aug. 4, 2020

Page 2

### **Review, Discuss, Take Action: on IT Audit – Cybersecurity Tech Assessment Services (Election Security Grant)**

Reynolds requested approval to contract with an Information Technology Auditing firm for an external, internal, and wireless cyber security assessments, utilizing a portion of the Dodge Co. recently awarded Election Security Grant funds of \$56,317.70. Reynolds shared multiple proposals from many cyber security assessment firms, which the price, deliverables, and timeframe varied. Reynolds shared the recommended firm is non-affiliated with IT security manufactures, provides only auditing services, and is familiar with County government. Reynolds shared the assessment will be completed in September or October, prior to the November 4<sup>th</sup> Election. Reynolds shared the assessments will review Dodge Co. Information Technology infrastructure and computers.

### **Approval: to submit funding requests for USAC Rural Health Care Program Funding Year 2021**

Reynolds requested approval to submit funding request for USAC Rural Health Care Program Funding Year 2021 for Clearview Internet Services from July-2021 to June-2022, and also for Human Services 2021 Network Switch Replacements. Reynolds shared the funding program may provide up to 65% reimbursement of the total expense for the Internet Service and Network Switches.

Motion by Kemmel, 2nd by Burnett to approve the Information Technology Procurement Committee Approval Requests; including the purchase of the voice gateway, purchase of \$50,000 conference room equipment utilizing Routes-to-Recovery, participate in DHS-CISA assessments, contract with IT Auditing firm, and approval for submitting USAC funding requests. Majority in favor, Boelk abstained, motion carried.

### Information Technology Strategic Action Steps:

#### **Update on IT Budget Report – August 2020**

Reynolds provided an executive one-page (Jan. to Aug) year-to-date available IT budget report, which showcased the IT Budget to be within target and expenditures for the time period.

#### **Review, Consider, Take Action: IT Sept. 2020 Project Portfolio Roadmap**

Reynolds shared the IT Sept. 2020 Project Portfolio Roadmap for the IT Committee awareness and approval. No action taken.

#### **Review, Consider, Take Action: IT Sept. 2020 Contracts and Agreements for Legal Review**

Reynolds shared the IT Sept. 2020 Contracts and Agreements for Legal Review. No action taken.

#### **Review, Consider, Take Action: IT 2021 Budget Proposal**

Reynolds shared the initial DRAFT IT 2021 Budget Proposal, and shared an executive high level preliminary summary. No action taken.

#### **Discussion: County Board Meeting Recording – Executive Committee**

Reynolds shared the Executive Committee discussed the potential of County Board Meeting Recordings during the August 3<sup>rd</sup>, 2020 Executive Committee meeting. Boelk and Guckenberger shared the City of Mayville and Oconomowoc Area School District meeting video recording procedures. Reynolds shared his experience and considerations regarding video recording and streaming of public meetings and gatherings. Reynolds shared the IT Department will continue to research Wisconsin Counties and Municipalities public meeting procedures, and share the data for the Executives Committee and IT Committee.

### Information Technology Project Status Report:

#### **Update on Information Technology Project Status Report**

Reynolds shared updated on the ERP final approved milestones, Highway Survey, Website Refresh, Human Resources upgrades, LRP permitting discovery, AS400 migration discovery, and network services projects. Reynolds shared the latest website design concept with the IT Committee.

### Future Agenda Items:

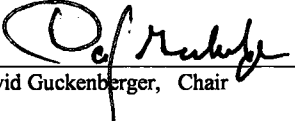
None

### Next Meeting Date:

Tuesday, Oct. 6<sup>th</sup> 2020 at 5:30 p.m. – 1<sup>st</sup> Floor Multipurpose Room#1H & 1I Auditorium  
*IT Committee Meetings scheduled – 1<sup>st</sup> Tuesday of each month @ 5:30pm*

### Adjournment:

Motion by Boelk, 2nd by Burnett to adjourn the meeting at 7:05 p.m. All in favor, motion carried.

  
\_\_\_\_\_  
David Guckenberger, Chair

\_\_\_\_\_  
Oct. 6, 2020  
Date

\_\_\_\_\_  
Tim Kemmel, Secretary

\_\_\_\_\_  
Oct. 6, 2020  
Date